

BY-LAWS OF THE DIVISION OF INTERNATIONAL SPECIAL EDUCATION AND SERVICES (DISES)

ARTICLE I NAME

Section 1 Purpose

The primary purpose of the Division of International Special Education and Services (DISES) shall be to advance the international efforts on behalf of individuals with exceptionalities and to promote related educational, scientific, advocacy, and charitable purposes.

Section 2 Secondary Purpose

The secondary purposes shall be in line with the Division's strategic goals:

- A. Promote the quest for knowledge and skills in international special education to improve the well-being of children with disabilities;
- B. Promote the dissemination of knowledge and skills in international special needs education and improve the well-being of children and youth with disabilities and their families;
- C. Strengthen collaborative partnerships in international special needs education and improve the well-being of children and youth with disabilities; and
- D. Advocate for human rights of all children and youth with disabilities.

ARTICLE II MEMBERSHIP

Section 1 Qualifications

Membership shall consist of professional personnel and other persons interested in the education of children and youth with exceptionalities.

Section 2 Minimum Membership Requirements

The Division must attain a membership of 1.5% of the total Council for Exceptional Children (CEC) membership by the end of the second year of operation to receive a charter and maintain a membership of at least 1.5% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC.

Section 3 Unified Membership

All members of this Division must hold concurrent membership in CEC. The Division may not accept enrollments for Division membership only.

Section 4 Membership Term

The policy pertaining to the membership year shall be consistent with the policy of CEC.

ARTICLE III ORGANIZATION

Section 1 Relationship to the Council for Exceptional Children This Division shall be affiliated with CEC.

Section 2 Fiscal Year and Administrative Term

The fiscal year and administrative term of office shall be Jan 1 to Dec 31.

ARTICLE IV DUES

Section 1 Dues

Dues may be proposed by the Board of Directors and shall be consistent with the dues policies of CEC. Approval shall require a simple majority vote at the annual Board of Directors meeting.

Section 2 Payment of Dues

Annual dues shall be payable before the end of the individual's membership year. Members whose dues are not paid by the last day of their membership year shall be considered delinquent, and they shall be dropped from membership of the organization.

ARTICLE V OFFICERS

Section 1 Elected and Appointed Officers

The elected officers of this Division shall be the President, Vice President President-elect, Immediate Past President, a Secretary, a Membership Officer, a student representative and four members-at-large. Appointed officers shall be a Treasurer and a Communications Officer.

Section 2 Executive Committee

The Executive Committee shall be composed of the President, Vice President, President-Elect, Immediate Past President, Secretary, Treasurer, and Executive Director, who shall cooperate in Division leadership and administration to ensure continuity in priorities and activities from year to year. The Executive Director serves in an advisory capacity and is a non-voting member. All others are voting members.

Section 3 Appointed Representatives to the CEC Representative Assembly

The President shall serve as a Division member of the CEC Representative Assembly during his or her term. The second DISES representative to the CEC Representative Assembly shall be the Vice President.

Section 4 Prerequisite to Nomination, Election, and Appointment

All DISES officers must be members in good standing of CEC and this Division at the time of their nomination, election, or appointment and remain so throughout their term of office.

Section 5 Succession

An elected or appointed officer with the exception of the Treasurer and the Communications Officer not succeed him/herself in the same office until after the expiration of one administrative year, provided that this shall not apply in the case of an officer selected to fill any portion of an unexpired term.

Section 6 Vacancies

A vacancy in the office of President shall be filled by automatic succession of the Vice President and the President-elect becomes the Vice President. A vacancy in any of the offices except the President and the Vice President shall be declared and filled by action of the Executive Committee upon recommendation by the President, and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 7 Duties of Officers

A. Duties of the President

1. Act as the chief executive officer of the Division, provide leadership in general policy making, and carry out the directions of the membership;
2. Collaborate with the Executive Director of planning, oversight and strategic direction of the association;
3. Call and preside at all meetings, including preparing the agenda and reviewing minutes for all meetings;
4. Lead the annual review of priorities and strategic planning in cooperation with the Executive Committee, submit final priorities for approval of the Board of Directors and membership, and ensure that approved priorities are carried out;
5. Ensure effective communication and coordination with CEC headquarters concerning international contacts, activities, and opportunities of the Division and CEC, and share opportunities with the membership, as appropriate;
6. Serve as one of the Division representatives of the CEC Representative Assembly;
7. Serve as one of the Division representatives to the CEC Convention Program Advisory Committee and collaborate with the Vice President in planning for the CEC convention;
8. Authorize payment of expenses approved by the Board of Directors;
9. Serve as one of the Division representatives to the CEC Inter-Divisional Caucus;
10. Represent the Division in coordinating activities with other organizations, agencies, and CEC Divisions, or appoint qualified designees to act in this capacity;
11. Submit an annual report to CEC and the Division membership; and
12. Serve as ex officio chair of the Bylaws Committee or appoint a designee to serve as chair.

B. Duties of the Vice President

1. Serve in the place of, and with the authority of, the President, in case of the President's absence, inability to serve, or resignation;
2. Assist President as the Division's representative to the CEC Convention Program Advisory Committee (PAC) and ensure that all responsibilities thereof are carried out;
3. Develop the schedule of Division events and make the arrangements for the Division's Board of Directors meeting, General Membership Business Meeting, and other Division events to be held at the CEC convention;
4. Serve as the liaison to the Membership committee;
5. Exercise overall oversight of the progress of Standing Committees, ad hoc committees, and individual assignments and coordinate the exchange of essential information on activities and outcomes across Committees and support as necessary for accomplishing priorities;
6. Serve as alternate representative to the CEC Inter-Divisional Caucus;
7. Serve as one of the Division's representatives to the Representative Assembly; and
8. Serve as ex officio chair of the Awards Committee or appoint a designee to serve as chair.

C. Duties of the President-elect

1. Assist the President and Vice President in carrying out the responsibilities of the CEC Convention Program Advisory Committee;
2. Serve as liaison to the Communications Committee;
3. Schedule and oversee rotation of DISES members and related tasks for the DISES Expo and Reception tables at the Annual CEC Convention;
4. Collaborate with the Vice President to support and oversee the Standing Committees of the Board; and
5. Serve on the Awards Committee.

E. Duties of the Immediate Past President

1. Assist in the development of a worldwide promotion of DISES and its activities, as approved by the Board of Directors;
2. Serve as the program chair of the annual DISES event (conference or roundtable) held during his or her term as immediate past president and make all arrangements for same in collaboration with the Executive Committee;
3. Participate as a voting member in all meetings of the Executive Committee and Board of Directors; and
4. Serve as the chair of Elections Committee.

E. Duties of the Secretary

1. Receive and respond to all instructions, forms, requirements, and directives, issued by CEC headquarters, as directed by the President or Executive Director;

2. Provide rosters of members of the Board of Directors, including email addresses to other Board members, and to other DISES members who may request such information;
3. Maintain a careful record of the entire proceedings of Board of Directors, and the General Business Meetings of the membership, and official transactions of the Division, and forward one copy of such records to the general office of the Division within two weeks following each meeting (in person or by teleconference or other electronic means);
4. Maintain a careful record of the Executive Committee meetings, and forward one copy of such records to the Executive Committee within ten days following each meeting (in person or by teleconference or other electronic means);
5. Provide minutes of Board of Directors meetings and General Membership Business Meetings, suitable for distribution to all Board Members within thirty days of the next meeting for review;
6. Maintain records of correspondence, or carry on correspondence as necessary, at the direction of the President or Executive Director;
7. Participate as a voting member of the Executive Committee;
8. Assist the President and Executive Committee in maintaining the Division's Policies and Procedures Manual; and
9. Interface with the Executive Director to ensure the acquisition of archival documents.

F. Duties of the Treasurer

1. Serve as custodian of the funds of the Division;
2. Maintain the financial records of the Division. The records for general Division functions will be kept separate from other functions such as DISES events, grant funding projects, or other initiatives. The Treasurer shall maintain accurate accounts of each. Reports on all accounts and financial projections must be kept separately, but may be compiled for reporting;
3. Authorize payment of expenses approved by the Board of Directors;
4. Report on the financial status of the Division to the Board of Directors and General Membership Business Meeting;
5. Respond to the President's request for fiscal data during the year and report data to the Executive Committee on a quarterly basis;
6. Collaborate and support DISES Event Chairs, Special Project Chairs or Grant Chairs as deemed appropriate by the President and/or Executive Director in collaboration with the Budget and Finance Committee;
7. Transfer all monies and records to the new treasurer within 21 days of the beginning of the fiscal year OR of the end of the Treasurer's term;
8. Comply with all CEC directives for Division Treasurers; and
9. Serve as ex officio chair of the Budget and Finance Committee.

G. Duties of the Student Representative

1. Act as a liaison between the Division and the Student CEC organization and promote Division membership within the Student CEC, including a report to the Board of Directors on matters pertaining to student member interests at each Board Meeting, and on request of the President;
2. Collaborate with the Membership Officer to promote committee goals related to increasing student membership and Communications Officer in the development of international student-to-student communications and identification of student members for spotlight articles; and
3. Serve as an ex officio member of the Membership Committee.

H. Duties of Members at Large

Members at Large serve in specific roles designated in four key areas to promote the DISES mission:

- The **Member at Large-Communications** serves as the co-chair of the Communications Committee with a focus on social media activities to promote the DISES mission, activities, events, etc.
- The **Member at Large-Membership Support** is designated to support the Membership Officer and serve on the membership committee to promote membership engagement and activities.
- The **Member at Large-Event Support** is responsible for assisting the conference co-chairs in planning and executing the annual conference or round table event as their major role as well as other specified responsibilities.
- The **Member at Large-International Outreach** is responsible for outreach efforts to the international education community to raise awareness and generate interest in promoting the DISES mission with the focus on inclusive education for students with disabilities and to solicit membership from the international education community, in collaboration with the Membership Officer and committee.

I. Duties of Membership Officer

1. Maintain and expand DISES national and international networks by carrying out a program for membership growth and retention;
2. Communicate monthly with lapsed and new members to personalize contacts;
3. Develop and produce professional information and digital marketing materials for approval by the Executive Committee;
4. Distribute marketing materials at CEC and DISES events in collaboration with Communications Committee;
5. Prepare e-blasts and e-communications in collaboration with Executive Committee and work with Webmaster to facilitate distribution to membership;
6. Attend the Membership Chair meeting at the CEC Convention annually;
7. Preside at DISES tables in Exhibit Hall and Reception at CEC Convention;
8. Serve as ex officio chair of the Membership Committee; and

9. Interface with the Student Representative on matters pertaining to the DISES student membership on a worldwide basis.

J. Duties of Communications Officer

1. Collaborate with the Webmaster and Communications Co-Chair to promote the DISES mission, activities, and member contributions globally and establish an effective social media presence;
2. Produce member spotlights that highlight international projects, activities and reports;
3. Produce information briefs of interest to DISES members; and
4. Serve as ex-officio chair of the Communications Committee.

K. Duties of the Webmaster

The DISES Webmaster is an appointed position to the Board and assumes the following role and responsibilities:

1. Work collaboratively with and under the direction of the President or designee and Executive Director (ED);
2. Respond to requests and post items designated by the President or designee in a timely manner.
3. Communicate regularly with the President and/or ED to discuss web design, strategic placement of content, etc.
4. Recommends website changes to President and ED to promote/highlight events, important information, etc.
5. Keep the website current by deleting items no longer relevant, and adding current items in a timely manner, in collaboration with the President; and
6. Collaborate with the Communications Officer on projects requiring website coordination and posting of items approved by the President and ED.

L. Duties of the Division's Representatives to the CEC Representative Assembly

1. Represent the Division at meetings of the CEC Representative Assembly and participate in balloting, and other activities necessary to the functioning of the CEC Representative Assembly;
2. Report regularly to the Division's Board of Directors and general membership on activities of the Representative Assembly and CEC;
3. Communicate issues and concerns from the Division to the CEC Representative Assembly; and
4. Inform the Division about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors.

Section 8 Election and Appointment of Officers

- A. The officers of the Division, with the exception of the Treasurer and the Communications officer, shall be elected by the membership from those members in good standing. Winners will be determined by a simple majority of votes cast by voting members.

- B. The Treasurer and the Communications Officer will be appointed by the President and Executive Committee for a two-year term, with the appointment ratified by the Board of Directors. Any further renewals or appointments will be reviewed, discussed and approved by the Executive Committee at a designated time prior to the new term of office. This action will be initiated by the President.

Section 9 Terms of Office

- A. Board members and officers will serve for two consecutive years with the exception of the President, Vice President, President-elect and Immediate Past President.
- B. The President, Vice President, President-elect, and Immediate Past President will serve one-year terms, each succeeding the other, i.e., the person elected as President-elect will serve for a 4-year period, first as the President-elect, then as the Vice President, then President, and finally as the Immediate Past President.
- C. Two Members at Large, the Secretary, and the Student Representative shall begin their terms on even numbered years.
- D. The Membership Officer and two Members at Large shall begin their terms on odd numbered years.
- E. The Treasurer and the Communications Officer are appointed by the President and Executive Committee for a two-year term. The Treasurer and the Communications Officer may be reappointed for a second term with board approval. The EC recommends a review and reappointment process to the President and Executive Director to implement annually prior to the start of the next term.
- F. A call for nominations must be issued by the Elections Committee, who shall recommend the final slate of officers to the Executive Committee.
- G. Elections will be held in November of each year. New members of the Board of Directors will begin their terms January 1.

Section 10 Removal from Office

- A. A petition for removal of a member of the Board of Directors shall be signed by at least four members of the Board of Directors and submitted to the President. If the President is the subject of the petition, it shall be submitted to the Immediate Past President who shall then carry out all further responsibilities in this process.
- B. The President (or Immediate Past President) shall, within fourteen days, notify each member of the Board of Directors in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and organize the Board of Directors for a telephone conference, electronic conference and/or meeting to consider the matter within 30 days following receipt of the petition.
- C. At a meeting of the Board of Directors, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of all Board of Directors members present, provided that there is a quorum, shall be required for removal of the officer. Board members residing outside of the United States may submit their vote by proxy via another member of the Board

of Directors. The officer being considered for removal shall be provided with the results of Board action in writing within seven days. Removal from office shall be effective immediately.

- D. Upon receipt of written notification of removal, the officer concerned shall have fifteen days to submit to the president written notice of appeal.
- E. Within seven days following receipt of a valid written notice of appeal, the president shall, in writing, call for the appointment and meeting of an Appeal Board. The Appeal Board shall consist of five members in good standing of the Division appointed by the Board of Directors and five members in good standing of the Division selected by the appealing officer. No member of the Appeal Board, except for the Chair, will be a current officer, Board member, or committee chair of the Division.
- F. The president shall serve as the nonvoting Chair of the Appeal Board. If the appealing officer is unable to select the members willing to serve, the decision of the Board of Directors will stand.
- G. At the meeting of the Appeal Board, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present is necessary to overturn the decision of the Board of Directors and reinstate the removed officer. Reinstatement is effective immediately.
- H. The officer whose appeal has been considered shall be provided with the results of the Appeal Board action in writing within seven days. This action is final.

ARTICLE VI BOARD OF DIRECTORS

Section 1 Composition

The Board of Directors shall consist of the President, Vice President, President-elect, Immediate Past President, Secretary, Treasurer, Membership Officer, Communications Officer, Student Representative, and four Members-at-Large. The Executive Committee meets regularly throughout the year, makes recommendations to the full Board, and may act on behalf of the Board. The Executive Director is an ex officio member of the Board of Directors and shall participate as a non-voting member in the meetings of the Executive Committee as well as the meetings of the full Board of Directors.

Section 2 Duties of the Board of Directors

- A. Serve as the Division's administrative, leadership and policy-making body;
- B. Act upon such official recommendations and petitions as may be received;
- C. Adopt an annual budget;
- D. 7. Select the site of meetings sponsored by the Division;
- E. Ensure delivery to the Division's members the services, benefits and products that the Division advertises;
- F. Assume such other responsibilities as are, or as shall be assigned through the Bylaws and Executive Committee Handbook.

ARTICLE VII EXECUTIVE DIRECTOR

Section 1 Nature of the Position

The role of the Executive Director is to assist the Executive Committee and DISES in all matters deemed by the President to be germane to the proper functioning of the Division. The Executive Director serves at the direction of the President in collaboration with the Executive Committee.

Section 2 Removal from Position

Procedures for removal of an Executive Director shall be dependent on the Executive Committee recommendation, as ratified by the Board of Directors.

Section 3 Yearly Written Evaluation

The Executive Director shall be evaluated on a yearly basis by the President and the Executive Committee. The written evaluation will be submitted to the Executive Director and submitted to DISES Personnel files.

Section 2 Duties of the Executive Director

- A. Assist the President and the Executive Committee in the execution of business initiatives, events, and ongoing activities, as described and directed by the President, with Board approval. This will include continual interaction with the President and Vice President regarding Division affairs, including the scheduling and planning for meetings of the Board of Directors and the collection and distribution of annual reports.
- B. Maintain archives;
- C. Participate in meetings of the Board of Directors and General Membership Business Meetings;
- D. Serve as a general link between members and the DISES Executive Committee and CEC, including the maintenance of Division contacts (phone, e-mail, mailing address); as well as the maintenance for the general Division records with assistance from the DISES Secretary; and
- E. Keep the President and Executive Committee apprised of all legal obligations of the Division as known (including registration with the appropriate state agencies, tax related issues, and any other Division responsibilities). The Board may provide the Executive Director with the authority to follow-up on such formalities or may act on its own behalf.

ARTICLE VIII MEETINGS

Section 1 Meetings

A minimum of one annual business meeting of the membership shall be held.

Section 2 Special Meetings

The Board of Directors shall have the authority to conduct regional meetings, conventions or conferences in addition to the annual meeting.

Section 3 Quorum

A majority of the membership of the Board of Directors shall constitute a quorum at a regular or specially called meeting of the Board of Directors.

ARTICLE IX COMMITTEES

Section 1 Standing Committees

Standing committees shall be Awards, Budget and Finance, Elections, Bylaws, Communications and Membership. Committees serve solely in an advisory capacity to the Executive Committee and the Board of Directors.

Section 2 Appointment of Committee Chairs

- A. The President, with the approval of the Board of Directors, shall appoint the chairs of any committees except for standing committees which have ex-officio chairs.
- B. The President shall serve as chair of the Elections and the Bylaws Committees or may appoint a designee;
- C. The Treasurer shall serve as ex officio-chair of the Budget and Finance Committee;—
- D. The Communications Officer shall serve as the ex-officio chair of the Communications Committee;
- E. The Membership Officer shall serve as the ex-officio chair of the Membership Committee;
- F. The Vice President or designee shall serve as the ex-officio chair of the Awards Committee; and
- G. The President-elect shall serve as one of the members of the Awards Committee.

Section 3 Appointment of Committee Members

Committee members shall be appointed by the chair, subject to approval by the President. All committees shall have no less than two members in addition to the chair. The chairs and members of committees shall serve two-year terms unless indicated otherwise. Residence or citizenship in countries outside the US shall be a consideration in making committee appointments with the goal of representing the diversity of the DISES membership.

Section 4 The Awards Committee

The Awards Committee is responsible for carrying out procedures to solicit, evaluate, and recommend nominations for the DISES Awards which shall be presented periodically, but not necessarily annually. The Vice President or designee shall serve as the ex-officio chair of the Awards Committee. The President-elect will serve as a member of the Awards Committee.

Section 5 Budget Committee

The Executive Committee of the board will serve as members of the Budget Committee. The Treasurer will act as ex-officio chair of the committee. The committee shall:

- A. Review the treasurer's quarterly and annual reports; and
- B. Make recommendations to the Board of Directors on the annual budget and changes in member dues.

Section 6 Elections Committee

The Elections Committee is responsible for carrying out the election process of the Division. The Past President is the ex-officio chair of this committee. In addition, the committee shall:

- A. Solicit recommendations for nominations from the entire membership in September of each year;
- B. Strive for a diverse slate of candidates with no more than three candidates competing for each position to be filled;
- C. Submit the slate to the Executive Committee for approval;
- D. Distribute the ballots to the membership by November of each year;
- E. Winners are based on receiving a majority of the votes of voting members.
- F. Announce the results through electronic means in December of each year in advance of the new officer terms of office which will begin on January 1.

Section 7 Bylaws Committee

- A. Recommend bylaws changes as needed and send to the Executive Committee for review;
- B. Send revisions to the Board of Directors and subsequently to the DISES membership for their review and comment;
- C. Consider all comments and recommendations for change made by the Bylaws Committee and the Executive Committee of the Board; and
- D. Distribute the Revised Bylaws to the Board of Directors for approval and subsequently to the DISES membership for ratification. The President will be responsible for this action.

Section 8 Communications Committee

The Communications Committee shall include Members at Large and additional members including international members. The Communications Officer is ex-officio chair of this committee. The President will designate one Member at Large to serve as the co-chair of the committee. In addition to the focus on member spotlights, social media, website coordination, the committee shall:

- A. Develop communication items to spotlight the work of members impacting individuals with disabilities around the world;
- B. Assess the composition of the membership for consideration in determining the scope of the publications and communications program; and

Section 9 Membership Committee

The Membership Committee is responsible for studying, making recommendations, and carrying out a program for membership growth and retention. This Committee shall consist of a minimum of eight members representing the diversity of our membership. The Membership Officer is the ex officio chair of this committee. In addition, the committee shall:

- A. Maintain a current record of members and to provide all officers and committee chairs with this list upon request;
- B. Maintain an active program for the recruitment of new members and renewal of members;
- C. Assist the Membership Officer in sending out communication to lapsed and new members monthly;
- D. Support CEC Headquarters in its follow-up of membership renewals and member recruitment and retention programs;
- E. Preside at the DISES table at the CEC Convention/Expo to inform attendees about the benefits of DISES membership, share materials and encourage them to join DISES; and
- F. Make recommendations to the Board of Directors regarding means of better serving the needs of the members.

Section 9 Ad Hoc Committees

Ad hoc committees may be established, and their functions assigned at the discretion of the president. Such establishment must clearly indicate the purpose and length of service of the committee.

ARTICLE X DURATION AND DISSOLUTION

The duration of the Division shall be perpetual unless the officers of the Division unanimously determine that it should be dissolved. The officers shall inform the membership that the Division is to be dissolved. Upon the dissolution and final liquidation of the Division, the officers shall, after paying or making provision for the payment of all the debts and liabilities of the Division, distribute all of its assets to the Council for Exceptional Children, a nonprofit, tax-exempt 501(c)(3) organization, to apply to one or more of its programs including:

- A. The Yes I Can! Awards Program for its use in recognizing the achievements of students who have excelled despite their disability;
- B. The Kayte M. Fearn CEC Ethnic Diversity Scholarship which annually provides a cash scholarship to a CEC student member from a minority ethnic background who is pursuing a degree in special education; and/or
- C. The General Council Fund supports the activities and programs of the CEC.

ARTICLE XI PARLIAMENTARY PROCEDURES

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, latest edition, shall be used as a guideline for the proceedings of this Division subject to any special rules which have been, or may be, adopted.

ARTICLE XII AMENDMENTS

Section 1 Submission of Proposed Amendments

Proposed amendments to the Bylaws shall be submitted in writing to the Bylaws Committee for review.

Section 2 Review by the Board of Directors

The Bylaws Committee shall refer all proposed amendments with recommendations to the Board of Directors.

Section 3 Referral to the Membership

All proposed amendments submitted to the Board of Directors shall be submitted to the membership not less than 10 days prior to the annual meeting or other established voting period.

Section 4 Final Action

The Bylaws may be amended by mail, electronic, or voice vote, and must pass by a two-thirds majority of the members voting.

DISES BYLAWS RATIFIED BY MEMBERSHIP ON 12/21/2020